

## **DUTY STATEMENT DEPARTMENT OF STATE HOSPITALS - ATASCADERO PHARMACY**

<b>JOB CLASSIFICATION: OFFICE TECHNICIAN (TYPING)</b>
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### **1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

This position is the advanced journey level that regularly performs a variety of difficult duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The position regularly requires detailed and sensitive public contact and/or independent origination of correspondence involving the knowledge and application of detailed regulations, policies, and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. The work at this level is rarely reviewed and requires a minimum of supervision. In addition, this position may have responsibility for functional guidance in training and assisting less experienced employees.

**40 %**

#### **ADMINISTRATIVE SUPPORT**

- **Distribute monthly Medication Room Inspection reports hospital-wide.**
- **Record and transcribe minutes of Pharmacy & Therapeutics Committee, Pharmacy Technician meetings, Pharmacist meetings, Antimicrobial Stewardship Committee, other Pharmacy meetings, and interdisciplinary meetings that fall under the leadership of Pharmacy.**
- **Prepare/type documents as needed such as duty statements, proposals, budget reports, and policy and procedure updates.**
- **Facilitate Pharmacy Policy updates, post policy updates to Pharmacy intranet site, and maintain Pharmacy intranet site with current documents.**
- **Prepare meeting schedule for Pharmacy Conference Room.**
- **Answer phones and record messages for Pharmacy Department.**
- **Record staff sick calls on daily sign-in sheet.**
- **Assist Pharmacy Management with verification of employee timekeeping documentation.**
- **Create and maintain file systems, including retention of pharmacy records as required by law.**

**40 %      PROCUREMENT**

- Evaluates usage pattern and procures Pharmacy supplies (including printer, office, dispensing, and drug storage supplies) to maintain appropriate inventory level.
- Performs Pharmacy Department Non-drug procurements
- Performs Pharmacy Department drug procurements that do not fall under the contractual agreement with the prime vendor (vaccines and drug shortages).

**15 %      STAFF SUPPORT**

- Assist staff with completion of Travel Authorization Requests, Travel Claims, and license renewals.
- **Complete and process work orders.**
- **Create staff sign-in sheets, review for accuracy.**
- **Distribute 634 timesheets for staff timekeeping, collect and review for completeness, and submit to Personnel after supervisor signature.**
- **Prepare and process security clearance forms for Pharmacy interns/vendors/visitors.**
- **Order key sets for new staff members and students, maintain current key set list.**
- **Act as department Training Coordinator to arrange and document orientation and training for all Pharmacy staff.**
- Act as department Safety Officer, monitoring safety risks, assuring use and review of the first aid log, coordinate procurement of ergonomic equipment, attending CMS Safety Committees; Maintain SDS Manual and other manuals as required.
- **Create and maintain all related files.**

**5%      MISCELLANEOUS**

- Assist with special projects.
- Perform other duties as assigned.

**2. SUPERVISION RECEIVED**

Pharmacy Services Manager

**3. SUPERVISION EXERCISED**

None

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** Modern office methods, supplies and equipment; business English and correspondence; principles of effective training.

**ABILITY TO:** Perform difficult clerical work, including ability to spell correctly; use good English; prepare reports, make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

## **5. REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

### **CPR**

Not applicable.

### **AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric      ☐ Adolescent      ☐ Adult      ☐ Geriatric

### **THERAPEUTIC STRATEGIES AND INTERVENTIONS (TSI)**

Applies and demonstrates knowledge of correct methods in the prevention/management of aggressive behavior.

### **RESTRAINT/SECLUSION**

Demonstrates awareness of methods to support staff engaged in patient stabilization, including traffic control and supplying restraints in the unlocked position.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **CONFIDENTIALITY OF STATE CONTRACTS**

Maintains and safeguards the nondisclosure agreements for the procurement of pharmaceuticals.

### **CONFIDENTIALITY OF EMPLOYEE INFORMATION**

Maintains and safeguards privacy and security of employee personnel information.

### **SITE SPECIFIC COMPETENCIES**

Basic knowledge of hospital policies and procedures, and basic operations of the Pharmacy department.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Ability to use Microsoft Word, Excel and Outlook.

## **6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. **N/A**

## **7. TRAINING - Training Category = 06**

The employee is required to keep current with the completion of all required training.

## **8. WORKING CONDITIONS (FLSA)**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature

Print Name

Date

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Supervisor Signature

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Print Name

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Date

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Reviewing Supervisor Signature

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Print Name

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Date